

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

US Embassy Kampala

2. AGENCY

Centers for Disease Control & Prevention

3a. POSITION NO.

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

11

b. Other

c. Proposed by Initiating Office

Senior Policy and Partnerships Advisor

6. POST TITLE POSITION (if different from official title)

Senior Policy Advisor

7. NAME OF EMPLOYEE

8. OFFICE/SECTION

Centers for Disease Control & Prevention

a. First Subdivision
Program

b. Second Subdivision

Health Systems Strengthening Team

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee Date(mm-dd-yy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Steven Becknell

Typed Name and Signature of American Supervisor Date(mm-dd-yy)

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

John Klimowski

Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Job holder is the primary policy advisor for partnerships, working with the host government and other in-country HIV/AIDS partners to achieve an AIDS-free generation and strengthen collaborations for other public health priorities. Job holder is the senior policy advisor to the agency, representing the agency at various forums and in bi-lateral and multi-lateral dialogue. The job holder demonstrates an understanding of the policy environment and Government of Uganda priorities, constraints, opportunities and strengths, while ensuring that CDC initiatives are aligned accordingly. Job holder applies significant scientific, communication, and coordination skills to harness the power of collaboration across numerous multi-lateral, bi-lateral and other high level partnerships, including but not limited to the Ministry of Health, Uganda AIDS Commission, the Global Fund for HIV/AIDS, TB and Malaria (GFATM), World Bank, DFID, WHO and various other joint partnerships. Job holder independently represents CDC in bi-lateral and multi-lateral dialogue to advance the national imperative for an AIDS-free generation in Uganda and other public health collaborations of the agency in Uganda. Job holder applies public health technical leadership, results-oriented analysis, community-based services knowledge and experience to

support programs that achieve higher levels of quality, efficiency and health service availability for communities and a higher quality of life for a population affected by HIV/AIDS in Uganda. Job holder initiates, plans, coordinates, implements and evaluates programs designed to increase synergies and efficiency through partnerships with an emphasis on sustainability of interventions and joint programming with other stakeholders. Job holder invigorates support to Government of Uganda-led response to the HIV/AIDS epidemic through support to Ministry of Health and district-led programming. Job holder works very closely with the Ministry of Health, other host country ministries, donors, implementing partners, community-based organizations (CBOs), faith-based organizations (FBOs), international organizations (IOs), regional and community-level groups in this effort.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

Technical Assistance

50%

Job holder is a senior policy and partnerships advisor responsible for a portfolio designed to strengthen initiatives supportive of an AIDS-free generation and health systems strengthening in Uganda. The job holder must coordinate with other strategic partners in support of the HIV/AIDS National Strategic Plan; serve as a principal liaison with the Ministry of Health, Ministry of Local Government, Uganda AIDS Commission, World Bank, GFATM, bi-lateral partners, and other offices/agencies. The job holder assesses the mandates and comparative advantages of partner organizations to identify potential synergies and opportunities to advance collaboration. The job holder links the agency's strategic priorities to these synergies. The job holder prepares monthly partnerships briefings for senior management and drafts talking points for the country director based on his/her analysis of the policy and partnership environment.

Job holder works closely with senior and mid-level host government ministry officials, Global Fund partners, international and local non-government organizations to coordinate and adapt lessons learned from health systems strengthening programs/projects/activities to further strengthen and expand intervention to achieve PEPFAR and national goals. Job holder works with MOH to shape policies supportive of an AIDS-Free Generation. The job holder designs and delivers trainings for Ministry of Health officers to translate scientific products into action, including policy recommendations. The job holder monitors the impact of CDC's technical assistance, as an agency, on the public health policies of the country. The job holder assesses the policy and legal environment of the country, and monitors alignment with attainment of an AIDS-Free Generation. The job holder is specifically responsible for designing and delivering training for participants in pre-service and in-service capacity-building initiatives to understand the principles and practice of policy-making through classroom instruction and mentorship, and to support these officers to conduct projects that translate scientific products into policy. The job holder is responsible for identifying gaps between policy and its translation into practice and recommending corrective actions. The job holder is responsible for monitoring the agency's contributions to reinforce the policy environment supportive of an AIDS-free generation and health systems strengthening. The job holder is responsible for drafting concept papers, reports and manuscripts supportive of the agency's policy agenda.

Program Management

20%

The job holder exercises significant initiative to reinforce programming supportive of policy and partnerships administrative, managerial, programmatic and technical capacity within the Ministry of Health (MOH). Job holder supports high level policy and partnerships forums and is an active participant in all UAC and MOH-initiated activities in this arena. The incumbent participates in technical working groups and assists the MOH to maintain an effective dialogue with key partners.

Job holder provides technical assistance for proposals that result in a grant, contract and/or cooperative agreement for a variety of health systems strengthening (HSS) programs including new agreements, amendments and incremental funding. Drafts the HSS-related technical portions of statements of work. Incumbent works with the agency grants and contracts office, as well as partner representatives, to ensure that most current requirements are

included in the signed grant, contract or cooperative agreement.

Job holder is the day-to-day liaison with implementing partners once the agreement is awarded, working with partners in the development of work plans for implementation of activities and the tracking of results. S/he gives technical advice and direction to grantees, program collaborators and contractors on management and implementation of grants, contracts and/or cooperative agreements. Provides technical inputs to support implementation of the HSS aspects of the work-plan. This ensures consistency with PEPFAR policies and host country policies and regulations.

Conducts regular site visits to review program performance and implementation, ensuring that Implementing Partners (IPs) are in compliance with host-government agreements, and with the performance expectations as outlined in their work plan and in their contract/agreement. Based on information collected during field visits, communicates findings and makes recommendations to agency program managers, working group colleagues, implementing partners and, as appropriate, host government counterparts.

Keeps current on political, social and economic developments in the host country and the region, including lessons learned from HIV/AIDS systems strengthening. Provides briefings to the Country Director, CDC Senior staff, the U.S. Mission PEPFAR team and other interested parties on the status of partnerships and the policy environment for an AIDS-Free Generation.

Administrative Management

10%

Job holder works with designated teams/offices to support multi-sector programming on technical accuracy as it relates to policies and partnerships that are necessary to achieve PEPFAR and other Presidential Initiative goals and objectives.

Job holder prepares regular and ad hoc progress reports on partner activities. Readers of these reports include agency and post management, other agency PEPFAR officials, U.S. headquarters offices and are ultimately used in reports to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually. Job holder is required to support preparation of the health systems' strengthening (HSS) component of the annual Country Operational Plan (COP). Prepares correspondence and cables related to implementation, management and evaluation of systems strengthening and capacity building HIV/AIDS activities.

Job holder maintains files and records in the data collection specific to the activities/programs for which incumbent is responsible. Job holder is also responsible for the overall management of all policy and partnership files. This includes responsibility for the accuracy of files kept and for ensuring quick access to respond to ad-hoc reporting requirements. Program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically and entered into the reference system.

Interagency Coordination

20%

Job holder represents CDC Uganda on all AIDS Development Partner and Health Development Partner forums, as well as other technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials, PEPFAR country team and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties. Works with USG Management Task Force and other USG program and activity managers to move programs and activities into more sustainable partnerships.

Job holder may serve on ad-hoc intra- and inter-branch and agency PEPFAR working groups and projects. These projects are generally short-term in nature and most often have to do with special requirements for VIP visits, special PEPFAR tasking's, etc. This would include 3-4 projects per year where position would have a lead role.

15. QUALIFICATIONS

A. Education: Masters' Degree in Public Health (MPH), or a Master of Science (MSc), or a Master of Arts (MA) in Nursing; Social Work, in Child Development, International Development, Community Development, Health Policy & Planning, Behavioral or Social science field is required.

B. Prior Work Experience: Seven years of progressively responsible professional experience in program management, policy development and review, advocacy, health program design and evaluation. Intimate knowledge of Government of Uganda policies and procedures is required.

C. Post Entry Training: Ongoing training focusing on policy, public health legal frameworks, global health initiative investment strategies, organizational capacity, and health systems issues will be required as needed and available. PEPFAR and agency-specific training in approaches to program design, implementation and reporting. Agency-specific leadership development training, and COR/CTO or Project Management of grants/ cooperative agreements training are required.

D. Language Proficiency (level and specialization): Level IV (fluency – speaking/reading/writing English is required.

E. Job Knowledge: A thorough knowledge of health care delivery, health economics, extension of health care services to underserved populations/areas and management of health care services is required. Robust understanding of the legal, policy, and political environments as they related to health services is required. In-depth knowledge of U.S. government operations, rules, regulations, procedures, policies, and programs is required. An in-depth knowledge of the range of programs, policies, regulations and precedents applicable to development and administration of national/international public health program is required. Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations is required. In-depth specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of programs is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required. Working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/ purchase requisitions is required

F. Skills and Abilities: Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with national and international working partners. Leadership skills are required to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Strong skills in interpretation of program monitoring and evaluation are required. The incumbent will be expected to exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. Considerable innovation will be required to influence other collaborative organizations. Advanced user level of word processing, spreadsheets and databases is required. Keyboarding skills that include good speed and accuracy are required. Numerical skills that include the manipulation of detailed calculations are required.

16. POSITION ELEMENTS

A. Supervision Received: Directly supervised by the Health Systems Strengthening Team Lead

B. Supervision Exercised: None.

C. Available Guidelines: Generally accepted HIV/AIDS international medical and ethical standards for care and support. PEPFAR strategic objectives and operating provisions. The Country Operational Plan (COP), U.S. Government (including agency and PEPFAR) and Ministry of Health rules, regulations, and policies

issued both in writing and orally.

D. Exercise of Judgment: Job holder is expected to independently represent the agency at various partnership forums, advance priority initiatives of the agency, and liaise effectively with subject-matter experts and the Team Lead. The job holder is expected to assess existing partnerships and recommend areas for enhanced engagement with senior management. The job holder is expected to make independent and professional judgments to advance the Agency's relationships with key strategic partners, and to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of the US, senior level staff of other agencies and host country government officials.

E. Authority to Make Commitments: Position has no authority to make financial commitments; however, in the course of program management responsibilities, position has authority and responsibility to make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. Job holder has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

F. Nature, Level and Purpose of Contacts: Frequent internal high-level contact with other agency PEPFAR counterparts and agency counterparts in complementing PEPFAR programs to coordinate collaborative activities that achieve results specified in PEPFAR strategic objectives. Frequent external contacts are with senior program managers in the involved ministries, bi-lateral and multi-lateral partners, district local governments, NGOs and other program collaborators at the regional and community level. Purpose is to support and develop the highest technical quality of sustainable programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors, supply chain managers, pharmacists, and other public health professionals for purposes of monitoring impact of collaborations on public health programming

G. Time Expected to Reach Full Performance Level: One year.